

DDA Registry  
CONFIDENTIAL

Executive Registry

77-2189/1

DDA 77-4835

6 SEP 1977

1 September 1977

MEMORANDUM FOR: Director of Central Intelligence

VIA: Acting Deputy Director of Central Intelligence

FROM: Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT: Agency Archives and Records Center (U)

1. (U) Action Requested: None; for information only.
2. (C) Background: The Agency Archives and Records Center,

(U) For many years now the internal procedures of the Agency Archives and Records Center have been generally consistent with and patterned after those of the National Archives and Records Service.

(U/AIUO) The function of the Records Center is to provide secure storage and a quick reference and retrieval service for the semi-active records of the Agency. Records are accessioned into the Records Center on the basis of a job and box number assigned at the time of accessioning and all records and/or service requests are based on this job and box number. Under this system, Records Center personnel cannot search for material by subject though such a search could be conducted by the depositing organization if they have properly documented their deposits. In its current role, the Records Center usually functions only as a caretaker for the records that are stored there and Records Center personnel are only authorized to do exactly what the depositing organizations may authorize them to do with the records entrusted to their care. Often this authority may be nothing more than seeing that a given box is stored so that it, or a portion of the material contained therein, may be furnished to the depositor upon request.

E2 IMPDET  
CL BY 008348

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(U/AIUO) The function of the Archives is to provide secure storage and a quick reference and retrieval service for the permanent records of the Agency. The accessioning process is similar to that followed in the Records Center with the exception that Archives accessions material by subject as well as box and job number. Much of the success in trying to find archival material, however, is directly dependent on the identification or description of the material as determined by the depositing component. This lesson was sadly driven home in the recent find of MKULTRA material which really had not been properly described by the choice of subject identification chosen by OTS. In addition, Archives personnel have the authority to open and examine almost all boxes being accessioned and actually inventory their contents if inadequate documentation has not been provided.

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Michael J. Malanick

Distribution:

Orig - DCI  
1 - ADDCI  
1 - ER

STATINTL

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DDA Registry  
File Records

DDA 77-4835

1 September 1977

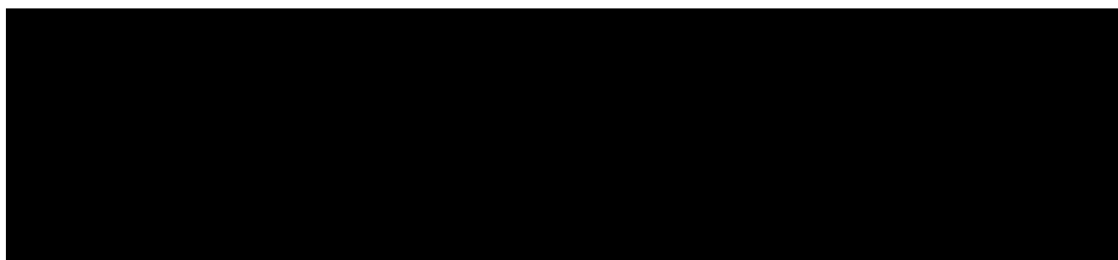
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E2 IMPDET  
CL BY 008343

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DDA REGISTRY BACKGROUND

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/s/ Michael J. Malanick

Michael J. Malanick

Distribution:

Orig - DCI  
1 - ADDCI  
1 - ER

~~1~~ - DDA Subject  
1 - DDA Chrono  
O/DDA(31 Aug 77)  
Rewritten:ADDCI:JFBlake:kmg (1 Sep 77)

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**Next 3 Page(s) In Document Exempt**

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